

Australian Lions Children's Mobility Foundation (ALCMF) Registrar

POSITION STATEMENT

Responsibilities

The occupant of this position will be responsible to the Youth & Community Projects Committee through the MD201 ALCMF Committee Chairperson (Chairperson) for:

- The maintenance of the ALCMF walker application Database.
- Working in close liaison with the Trustees ALCMF Chairman.
- Promoting the activities of the ALCMF throughout Australia.
- Establishing good communication and a working relationship between the State Spastic Centre and other relevant agencies.
- Reporting all activities pertaining to the portfolio to the Chairperson

Duties

- Processing the records of requests for walking devises from the various Cerebral Palsy organisations around the country.
- Track those records through the Trustees until the conclusion of the fitting while maintaining an updated database at all times.
- Through said records, ensure that sponsors are invoiced as required for all Hart Walker 'ongoings'
- Maintain a detailed record of all monies received.
- Assist, when required, the day to day bookkeeping and banking, noting that this function is carried out by the Treasurer at this point of time. Further note that when performing this duty all disbursements must be passed by the National Coordinator for clearance prior to payment.
- Assist the Chairperson with all activities at the Multiple District Convention including a static display, and maybe a presentation to convention delegates.
- Participate in all meetings as called by the Chairperson of the Australian Lions Children's Mobility Foundation.
- Provide a written report to the Chairperson on Registrar activities.
- All other functions as directed by the Chairperson.

Revision No.	1	Relates to:	Human Resources
Revision Date	16 February 2016	Applies to	Position Holder
Author	Ron Skeen	Authorised by	Y&CP National Coordinator

Skills Required

- Proficient computer skills
- Database familiarisation
- Microsoft Excel
- Microsoft Word
- Accounting qualifications not required, but basic bookkeeping skills essential.

TABLE OF REVISIONS		
Rev #	Clause	Description of Change
1.0		Procedure added to register

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